



# IOWA

## Department of Education

Ryan M. Wise, Director

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor

DE

### Employee Request for Consent to Sell (See second page for Instructions)

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Employee Name      Eric Hall      Date      April 27, 2020

Job Title at DE      Science Consultant

Division, Bureau at DE      Leading, Teaching, Learning

Immediate Supervisor at DE      Erika Cook

Proposed outside employer      Iowa State University (ISU)

Proposed services to sell to outside employer:  
Design and facilitate virtual professional development experiences for science teachers.

(E.g., if teaching classes, which classes, graduate or undergraduate level)

How will selling this service not conflict with your DE duties?  
There will be no conflict; I do not oversee any work with the Department related to ISU. All work will be done off work hours and without department resources.

  X   I certify that I have the permission of my DE supervisor, above named, to make this request of the Department of Education.

*Eric Hall*

\_\_\_\_\_  
Signature of Employee

*Erika Cook*

Erika Cook (Apr 27, 2020)

\_\_\_\_\_  
Signature of Employee's DE Supervisor

**Creating excellence in education through leadership and service**

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**Instructions:**

The DE is a regulatory agency, as so defined in Iowa Code chapter 68B. This is the chapter of laws regarding ethical conduct of state agencies and state employees. As DE employees, we are prohibited from selling any goods or services (such as the service of teaching a class) to any person or entity that the DE regulates (such as, but not limited to, LEAs, AEAs, Community Colleges, and IHEs that offer practitioner preparation programs) without the prior written consent of the DE.

This is the form to be filled out by the DE employee who seeks such permission. In the space for explaining how selling the proposed service will not conflict with your DE duties, DO NOT state that this is “after hours.” This form assumes that the DE employee is not performing the outside work during DE hours. The purpose of the law is to assure the public that no regulated entity is either benefitting or hurt by hiring a DE employee to perform some service for the entity. So, please explain how your DE duties relate to the proposed outside employer. Examples are on the Ethics Board’s Web site at <http://www.iowa.gov/ethics/ethics/consents/education/education.htm>.